



## Missouri Department of Health and Senior Services

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RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

**Richard C. Dunn**  
Director



**Bob Holden**  
Governor

We are pleased to provide you with information necessary for the transfer of ownership and for the new owner to continue as a provider of services under the Medicare program for hospices. The Missouri Department of Health and Senior Services has an agreement with the U.S. Department of Health and Human Services to assist in determining whether hospice agencies meet, and continue to meet, the Medicare Conditions of Participation.

To be eligible in the Medicare program and to qualify for Medicare payments, your agency must be in compliance with the requirements for reimbursement, the requirements of Title VI of the Civil Rights Act of 1964 and the Medicare Conditions of Participation. In addition to the necessary forms and accompanying instructions, we are enclosing Medicare regulations covering all requirements of the Medicare program. Cahaba will be the fiscal intermediary for your hospice. You must contact Cahaba directly at 712/293-5764 to request the CMS-855 form. This form must be completed and returned to them for approval to receive Medicare payments. The Fiscal Intermediary will process the Centers for Medicare & Medicaid Services (CMS) 855 form no less than approximately 30 days from receipt. Their approval must be received before a change of ownership can be processed. There is no interruption in operation of the agency while awaiting this approval, but there can be an interruption in billing privileges until the 855 is approved. Those institutions and agencies that are denied certification in the program will be sent notification, indicating the reason for denial and information about their rights to appeal the decision. This office has the option to conduct an on-site survey as a result of a change of ownership. When all requirements have been met, both the Medicare and Medicaid program will be notified of the change.

19 CSR 35.030(3) requires a 30-day "prior notice" to allow adequate time to process all necessary forms for a change of ownership. A certificate for a hospice agency cannot be transferred or reassigned. When a hospice is sold or ownership is transferred, the license of the agency is voided and a new license is issued. Enclosed is a copy of the state certification application and a copy of the state law. The completed application must be returned to our office with proof of registration with the Secretary of State's office and the \$500 license fee. Fees are accepted by check, bank draft, or money order payable to the Missouri Department of Health and Senior Services. Enclosed is a pre-addressed envelope for your convenience. The incoming ownership **must** obtain a license prior to the closure of the transaction for continued operation of the agency and eligibility in the Medicare program.

The following forms must be returned to our office to complete the change of ownership process:

1. Two copies of the Disclosure of Ownership (CMS-1513);
2. Two copies of the Hospice Request for Certification in the Medicare Program (CMS-417);
3. Two copies of the Health Insurance Benefits Agreement (CMS-1561);
4. Two copies of the Assurance of Compliance (HHS-690);
5. State Certification application and fee; and
6. Secretary of State Registration.

After all requirements of Medicare and Civil Rights are met, the Health Insurance Benefits Agreement will be countersigned and one copy of the agreement will be returned to you. A response from the regional office of CMS and your Medicare intermediary regarding any changes in your provider number or reimbursement information will be included. If operation of the agency is transferred to another owner, ownership group, or to a lessee, the Agreement is not transferred. You are required to notify the Unit of Home Care and Rehabilitative Standards when you are planning a transfer.

Should you have any questions or if we can be of any assistance, please contact me at 573/751-6336. Additional information is available on our website at [www.dhss.state.mo.us/Home\\_Health](http://www.dhss.state.mo.us/Home_Health).

Sincerely,

Lisa Coots, R.N., Administrator  
Unit of Home Care and  
Rehabilitative Standards

[www.dhss.state.mo.us](http://www.dhss.state.mo.us)

The Missouri Department of Health and Senior Services protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide: information and education, effective regulation and oversight, quality services, and surveillance of diseases and conditions.